

**Acquisition Career Management Information System (ACMIS)
Change Control Board (CCB) Meeting Minutes**

Attendees:	Gloria Sochon	CCB Chair, FAI Director
	Joanne Shore	ACMIS User Group Chair, FAI COTR
	Teresa King	ACMIS User Group Co-chair, DOT
	Sherry Booth	SRA Project Leader
	Dian Neary	GSA ACMIS User
	Cristina Mossi	devIS Technical Lead

A CCB meeting was held on Wednesday, December 1, 2004 at 11:00 am in Room 5240 of the GSA building. The following topics were discussed during the CCB meeting.

Review Enhancement Request Level of Effort

The group reviewed the list of proposed enhancements from the August 24, 2004 meeting and prioritized the items based on the level of effort estimates provided by the SRA/devIS. The following highlight the meeting discussion:

Request # 214 – Modifications to the Employee Abstract report

This item will be deferred until a later release. The CCB recommends a review and possible rewrite of the reports module. Current users of the system have commented that the reporting available in ACMIS should be modified to be easier to use and retrieve data. Development level of effort – n/a

Request # 115 – Reorganize GSA Bureau's and branches by Regional office

This was implemented with the enhancements deployed on September 28, 2004
Development level of effort – n/a

Request # 145 – Incorrect data field not highlighted under 'Historical Job' category

Recommend that this item be addressed in FY05 Phase I enhancements
Development level of effort – 5 hours

Request # 203 – Change the order on the Employee Summary screen to have 'Required Mandatory Training' listed before 'Training'

This item was implemented with the enhancements deployed on September 28, 2004
Development level of effort – n/a

Request # 204 – Include warrant number, type and extension date in the ‘CO Warrants’ section

SRA/devIS will prepare a white paper addressing a couple of options for notifying employees and supervisors when a warrant is expiring.
Development level of effort – to be determined

Request # 205 – Provide a report reflecting warrants expiring in 90 and 30 days

This issue will be addressed along with item #204
Development level of effort – to be determined

Request # 206 - Show the hours on the courses summary sheet

The hours would apply to both mandatory and continuous learning hours, based on the number of hours required for development approximately 40 it was recommended that this item be included in FY05 Phase II enhancements.
Development level of effort – 40 hours

Request # 207 – Remove duplicate classes from the training drop down list

The ability for users to add training courses was removed with the deployment of enhancements on September 28, 2004. A clean up of the database will be included in FY05 Phase II enhancements.
Development level of effort – 30 hours

Request # 208 – provide the ability to flag individuals who are COR/COTR, Program Managers and category of other

This item will be included in FY05 Phase I enhancements
Development level of effort – 90 hours

Request # 209 – Limit deputy administrator rights to view/edit employee records based on regional office location

This item will be included in FY05 Phase I enhancements
Development level of effort – 90 hours

Request # 210 – Provide email capability to send a notification to an Agency Administrator and employee supervisor anytime a change is made to an employee’s record

This item will be included in FY05 Phase I enhancements
Development level of effort – 20 hours

Request # 211 – Provide a delete function to the Individual Development Plan

This item will be included in FY05 Phase I enhancements
Development level of effort – 20 hours

Request # 212 – Modify the Individual Development Plan screen to provide a flag or indicator for the supervisors use in reviewing and accepting an employees IDP

This item will be included in FY05 Phase II enhancements
Development level of effort – 20 hours

Request # 213 – Creation of a new report that would compare data from the OPM file to the information entered by a user

This item will be deferred to a future release

Request # 169 – The ‘Sign In’ function should be user friendly, by allowing a user to hit return, as well as click on ‘Sign In’

This item will be included in FY05 Phase I enhancements
Development level of effort – 4 hours

Request # 174 – The fields at ‘Education’ and ‘Business Qualifications’ in the ‘Employee Management: Employee Summary is repetitive. Recommend hiding the ‘Add an Exam’ button

This item will be included in FY05 Phase I enhancements
Development level of effort – 8 hours

Request # 175 – Recommend to add selections of ‘Temporary’ and ‘Permanent’ fields, to the ‘Employee Management: Employee Summary, Requirements Waivers’ as some Departments/Agencies allow employees a limited time to meet requirements instead of granting waivers

This will be evaluated with the options paper being prepared for items #204 and 205

Request #202 – When a person selects a Training provider, the listing of courses does not come up in alphabetical order. Is it possible to have the courses appear in alphabetical order?

This item will be deferred to a future release

Recap of Items for FY05 Phase I Release:

Item # and Description
145 Incorrect data field not highlighted under ‘Historical Job’ category
208 Provide the ability to flag individuals who are COR/COTR, Program Managers and category of other
209 Limit deputy administrator rights to view/edit employee records based on regional office location
210 Provide email capability to send a notification to an Agency Administrator and employee supervisor anytime a change is made to an employee’s record
211 Provide a delete function to the Individual Development Plan
213 Creation of a new report that would compare data from the OPM file to the information entered by a user
169 The ‘Sign In’ function should be user friendly, by allowing a user to hit return, as well as click on ‘Sign In’
174 The fields at ‘Education’ and ‘Business Qualifications’ in the ‘Employee Management: Employee Summary’ is repetitive. Recommend hiding the ‘Add an Exam’ button

Recap of Items for FY05 Phase II Release:

Item # and Description
206 Show the hours on the courses summary sheet
207 Remove duplicate classes from the training drop down list

212 Modify the Individual Development Plan screen to provide a flag or indicator for the supervisors use in reviewing and accepting an employees IDP

Items Pending Further Analysis and Consideration for Release:

Item # and Description
204 Include warrant number, type and extension date in the 'CO Warrants' section
205 Provide a report reflecting warrants expiring in 90 and 30 days
175 Recommend to add selections of 'Temporary' and 'Permanent' fields, to the 'Employee Management: Employee Summary, Requirements Waivers' as some Departments/Agencies allow employees a limited time to meet requirements instead of granting waivers

Items Deferred for Future Consideration:

Item # and Description
213 Creation of a new report that would compare data from the OPM file to the information entered by a user
202 When a person selects a Training provider, the listing of courses does not come up in alphabetical order. Is it possible to have the courses appear in alphabetical order

Open Forum

Teresa King announced she is retiring at the end of December 2004. The CCB will need to identify a replacement for the Co-chair position. This will be addressed at the next ACMIS User Group meeting scheduled for December 15, 2004.

Gloria suggested discussions on report module requirements begin at the next User Group meeting. SRA and devIS will lead the discussion and begin gathering requirements for a redesign of the reports.

FAI will work with SRA to develop a schedule for the FY05 Phase I and Phase II enhancement request.

Next CCB Meeting

The next meeting of the CCB is TBD.